

Ohio Compassion Capital Project Capacity Building Training

This Capacity Building Training is one aspect of the Ohio Compassion Capital Project (OCCP). To attend the training you must complete the on-line Program Survey, have an annual operating budget of \$500,000 or less and have six or fewer full-time employees. The training sessions are not designed for attendance by consultants to organizations. Each session will be limited to 35 participants, is free of charge and will include lunch. Please complete the registration form for each session and fax to the regional partner that is hosting the event. If you have additional questions please contact your regional intermediary partner for clarification. All trainings begin at 9:30am and last until 4:00pm. Registration is from 9:00am to 9:30am.

Building Collaborations – *New – attendance will be requirement if you apply for the OCCP Collaboration RFP*

This one-day session (9:30-4:00) will introduce organizations to the concept of non-profit collaborations. Participants will become knowledgeable about the purpose and benefits of community based organizations building effective collaborations to improve and sustain existing programs and services. Additionally, participants will be provided with a roadmap for success in creating, managing and sustaining a collaboration including techniques and templates for drafting a Memorandum of Understanding (MOU).

Establishing Your Organization

This session will introduce the twelve essential steps to consider in establishing your organization. Participants will receive a detailed roadmap for success of both start ups and new organizations. This session will provide means to bring clarity and focus to your mission, examine the basis and process for establishing 501(c)3 status, and provide an overview of key components to the success of your organization.

Technology in a Non-Profit

Participants will receive basic formation that will assist you and your organization understand the “how to” in planning for technology, what to consider, in purchasing equipment, developing relationships with resellers as well as provide information on available resources that can help cut your costs.

Internal Fiscal Controls

This workshop presents the significance of the internal controls and suggests numerous ways that organizations can help ensure that their organization has the appropriate financial controls in place to avoid surprises.

Strategic Planning

Participants will receive assistance with the critical decision of when and how to develop a strategic plan. The major learning objectives will allow participants to explore the 10-step strategic planning process and the importance of having a strategic plan. Participants will also receive useful knowledge tools to assist them when in their organization.

Fiscal Management

Participants will explore the critical topic of financial management and the components of keeping clear and accurate records while growing your faith-based or community organization. Key learning points include building financial management systems, cash flow case study and financial responsibility and accountability.

Board Development

Training will venture into the development of a non-profit Board. Key learning points will include the roles of board members & officers, the legal responsibilities of a non-profit board and the stages of board development. Participants will walk away with basic knowledge of non-profit boards that can be implemented within their organization.

Outcome Management

Participants will create outcome frameworks for their specific organizations needs. With accountability and reporting being emphasized so heavily in most funding sources, this class will teach organizations how to organize, analyze and access both customer data and agency data in order to effectively report your outcomes.

Human Resources & Volunteer Management

Participants will have the opportunity to learn the basics of Human Resource Management for non-profit organizations. The topics addressed in this session are basic employment law, how to recruit and retain employees and general guidelines for keeping your best volunteers.

Fund Development

Participants will learn effective fundraising techniques and how to be a successful proposal writer. These two funding sources are critical to any non-profit in the competitive environment to secure funds.

Grant Writing

This is a follow up to the general Fund Development session, and will provide participants with the basic tools for proposal development. Topics to be covered include researching and evaluating prospects, compiling important organizational documents, budgeting, and the writing of critical proposal components. The class will include templates and handouts that can be modified for future use by participants.